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To: All Child Nutrition Programs
From: Colleen Fillmore, Ph.D., R.D., L.D. Child Nutrition Programs Supervisor
Date: March 3, 2006
Subject: Communications Concerning Verification Activities
Policy Memo SP-14-2006

In a memorandum dated December 23, 2005, USDA described the requirement that communications with households regarding application, certification and verification procedures for free and reduced price school meals be provided in languages that are understandable to parents and guardians. This requirement is found in section 9(b)(8) of the Richard B. Russell National School Lunch Act. USDA would also like to remind and stress to local education agencies (LEA) that this requirement includes verification materials and statements concerning the use or disclosure of information, including the use of social security numbers. In addition, to the maximum extent practicable, any direct communication with parents or guardians must be in a language they can understand.

To assist LEAs with providing communications in other languages, USDA has submitted the prototype application and related materials to a contractor for translation. USDA has requested input from State agencies through the Regional offices, and the following are the languages into which the prototype application and related materials will be translated:

Russian	Laotian
Vietnamese	Polish
Chinese (Mandarin)	Portuguese
Japanese	Sudanese
Serbo-Croatian	Thai
Arabic	Urdu
Korean	Hindi
Somali	Kurdish
Cambodian/Khmer	Farsi
French	Greek
Hmong	Samoan
Haitian Creole	Tagalog

Please note that the Spanish translation of the prototype application is already available on the USDA website, and as these additional translations are completed during April, USDA will be making them available at <http://www.fns.usda.gov/cnd/FRP/frp.process.htm>.

For further information call the Child Nutrition Division at 208-332-6820